

AN ORDINANCE TO AMEND SECTION 147.04 OF THE CODIFIED ORDINANCES WITH RESPECT TO EMPLOYEE CLASSIFICATIONS AND CATEGORIES FOR FULL TIME FIRE MEDICS, PROCEDURES FOR RATES OF COMPENSATION AND DECLARING AN EMERGENCY.

Be It Ordained by the Council of the Village of Richfield, Ohio, as follows:

Section 1: Section 147.04 of the Codified Ordinances is amended to read as follows:

147.04 FIRE MEDICS

(a) Application. This section shall apply and be in force only with respect to employees within the Division of Fire who have been appointed and who otherwise qualify for the employee classification of full-time Fire Medics.

(b) Standard Work Requirements.

(1) The required work year time schedule and the standard work period shall be determined by the Mayor. The Chief of the Division of

Fire shall assist the Mayor in such a determination.

(c) Employment Policy.

(1) Beginning July 11, 1983, to qualify for all compensation and benefits hereinafter provided, each employee shall have completed and submitted an employment application form before the commencement of employment. The Fire Chief shall review the employment application forms of all qualified applicants and make recommendations to the Mayor before employment. The Mayor may give credit for previous experience toward starting salary schedules. The employment application form of each person employed, bearing the approval of the Mayor, shall be kept in the personnel file of such employee.

(2) Appointments, promotions, and transfers shall be made in accordance with the Charter.

(d) Annual Leave.

(1) The following schedule shall apply for annual leave.

<u>Years of Service</u>	<u>Annual Leave</u>
<u>Less than 1</u>	<u>In 24 Hour</u>
<u>1 but less than 6</u>	<u>Shifts</u>
<u>6 but less than 11</u>	None
<u>11 but less than 20</u>	5
<u>20 or more</u>	7.5
	10
	12.5

- (2) Annual leave shall be taken at such time as the Fire Chief directs subject to his administrative discretion.
- (3) Annual leaves are not cumulative and shall not be postponed until the following anniversary year.
- (4) Upon separation from employment, an employee shall be entitled to compensation for any unused annual leave to his credit at the time of separation. An employee who has less than one year of service shall not be entitled to compensation.
- (5) In case of the death of an employee the value of unused annual leave shall be paid to the spouse of the deceased, and if no surviving spouse, then to the estate.
- (6) A record shall be maintained for each employee showing days earned, days used, and the balance available for annual leave.

(e) Paid Holidays.

- (1) Each fire medic shall be entitled to 108 hours paid holiday leave in each year. The swing shift fire medic shall be entitled to 95 hours holiday leave in each year.
- (2) The leave shall be based on the following designation of holidays:  
New Year's Day and one day prior  
Memorial Day  
July 4  
Labor Day  
Thanksgiving Day and the Friday after  
Christmas Day and the day prior
- (3) The Mayor, shall, with the assistance of the Chief, fix the policy for the use of holiday leave.
- (4) Any time not used by the end of the calendar year shall be converted to additional pay to be paid to the employee at his regular rate of pay at that time.
- (5) Each employee who actively works on one of the holidays set forth in subsection (e)(2) hereof shall be entitled to pay at one and one-half times the hourly rate.

(f) Sick Leave.

- (1) Each employee will be entitled to fourteen (14) hours of sick leave with pay for each month of service completed. Sick leave shall be applied upon approval of the responsible department head against illness, against absence due to personal injury, exposure to contagious disease and to illness or injury in the employee's immediate family, as defined in subsection (g) hereof. Unused sick leave shall be cumulative.
- (2) Effective January 1, 1981, each full-time employee with ten or more years of service shall receive payment based on the employee's rate of pay at retirement for unused accumulated sick leave up to a maximum accumulation of 672 hours at retirement or death. Such retirement shall be in accordance with the Firemens Disability Pension Fund.

- (3) The Chief shall require an employee to furnish a satisfactory written, signed statement to justify the use of sick leave. If sick leave is taken so that an employee might receive medical attention, a certification stating the nature of the illness or injury from a licensed practitioner may be required. Falsification of either the written signed statement or the practitioner's statement, and using sick leave for purposes other than illness, injury, or exposure to contagious disease shall be grounds for disciplinary action including dismissal.

(g) Bereavement Leave. There shall be allowed a leave of the equivalent of three 24-hour days for the death of an employee's spouse, mother, father, mother-in-law, father-in-law, brother, sister, children or grandchildren and grandparents. Additional time necessitated by unusual circumstances may be granted by the Mayor. This subsection shall not apply when the employee is not otherwise scheduled for work.

(h) Special Leave of Absence.

- (1) Employees who serve in the U.S. military reserve are entitled to a leave of absence from their respective duties without loss of seniority for a period of one year or in case of declaration of war emergency, for the duration.
- (2) Employees who serve in the military reserve shall be entitled to receive the difference between the pay received from the Federal government for on-field training or active duty periods not to exceed twenty-five days in any one calendar year, and the regular pay from the Village. However, if such employees use their vacation time for their reserve training period, they shall receive from the Village their full pay for that period of time not to exceed twenty-five days per year.
- (3) Special leave with pay. Upon approval of the Mayor, an employee may be granted special leave with pay to attend professional and technical conferences, meetings and schools related to employment duties or to visit other municipalities to obtain information and observe practices relating to his duties.
- (4) Special leave without pay. Leave without pay may be granted by the Mayor in case of emergency but only if the employee's absence does not materially affect the operation of his division and the circumstances warrant such leave.
- (5) Pregnancy leave. Pregnancy leave, for purposes of this section shall be treated as sick leave and employees shall be entitled to pay in accordance with subsection (f) hereof. However, in addition to the rights created in subsection (f) hereof, a pregnant employee shall be entitled to receive time off from work, in grade for a maximum period of thirty days pre-birth and forty-two days

post birth without loss of the appointment; provided, however, that the employee has provided satisfactory medical evidence to the Chief showing a medical need for such time off from work. On return, the employee shall also provide satisfactory medical evidence such employee is able to perform the duties of the appointment.

(6) Jury Leave. An employee who is called for jury duty shall be reimbursed for the difference between his jury pay and his regular wages. Time spent on jury leave shall not be deducted from an employee's sick leave or annual leave.

(i) Longevity.

(1) Employees shall receive additional compensation for continuous length of time in service in accordance with the following schedule:

<u>Years of Service</u>	<u>Compensation Per Month</u>
5 through 9	\$3.00
10 through 14	4.00
15 through 19	5.00
20 or more	6.00

(2) The total amount for additional compensation shall be due and payable on the regularly scheduled date of pay immediately after the anniversary date of employment.

(3) Notwithstanding any of the foregoing, the maximum annual additional compensation due and payable to any employee shall be no more than one thousand four hundred forty dollars (\$1,440).

(4) The length of service shall be computed on the basis of the employee's anniversary date.

(j) Overtime Pay and Policy. Employees shall be paid overtime pay at the rate of one and one-half times the hourly rate.

The Chief shall approve all overtime hours paid and shall keep all the necessary records. The Chief shall recommend to the Mayor with respect to whether or not an employee shall be paid in cash or in compensatory time off. The Mayor shall determine the time and form of payment whether in cash or in compensatory time.

(k) Uniform and Clothing Allowance.

(1) The Village shall provide allowances for authorized uniforms, special clothing and equipment for employees who may require special clothing and equipment in performance of their Municipal duties, and the Village shall provide for the maintenance and replacement of clothing and equipment as determined by Council on an annual basis.

(2) All clothing and allowances shall be by purchase order approved by the Director of Public Service, Mayor and the Fire Chief. Payment shall be made directly to the vendor.

(1) Employee Expenses and Mileage Reimbursement.

(1) An employee who is required to use a personal vehicle in the performance of Municipal duties, other than transportation to and from his place of work, shall be reimbursed therefore at the rate of twenty cents (\$0.20) per mile upon approval of the Mayor. A record indicating the date, time and purpose of such use and the number of miles driven shall be submitted.

(2) Employees shall be reimbursed or advanced for necessary and reasonable expenses incurred in the performance of Municipal duties upon proof thereof and approval of the Mayor.

(m) Employee Insurance. Employees shall receive life, group, dental, hospital and surgical insurance coverage under such amounts and under such terms as Council may authorize and they shall receive supplemental benefits under the Ohio State Fireman's Association Group Accident Insurance Plan.

(n) Volunteer Fireman. Whenever a volunteer fireman acts as a substitute for a full-time fire medic, the volunteer fireman shall be paid in accordance with the pay scale ordinance.

Section 2: Existing Section 147.04 of the Codified Ordinances is hereby repealed.

Section 3: This Ordinance is determined to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety for the reason to comply with federal law and provided this Ordinance receives the affirmative vote of two-thirds of the members elected or appointed, it shall take effect and be in force from and after its approval by the Mayor and on April 15, 1986.

Passed: 5-7-86

David W. Howard  
President of Council

E. James Becker  
Mayor

Dated: 5-7-86

Attest:

Clara  
Clerk of Council